



POSITION DESCRIPTION BUSINESS ANALYST

ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 22,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

Engineering New Zealand is seeking an experienced Business Analyst to support our large regulatory service change process. The Business Analyst will support the team, by providing detailed reporting, analysis and guidance as required. This is a 6 month fixed term position.

REPORTING LINES

The role reports to the Registrar, who reports directly to the General Counsel / General Manager – Regulation. The Business Analyst has no direct reports.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Business Analysis & Reporting

- Develop process improvement initiatives.
- Build and run standard reporting dashboards and analysis templates to various stakeholders.

- Develop collaborative relationships with key internal and external stakeholders.
- Ability to present logical analysis, debate issues credibly.
- Experience in the use of standard business analysis methodologies, tools and techniques.
- Confidence facilitating meetings and workshops.
- Advanced Excel skills, including using large data files.
- Excellent attention to detail and strong analytical skills.

Teamwork and Relationship management

- Works closely with key Engineering New Zealand and Registration Authority staff and others to ensure a trusted team environment based on effective communication with key stakeholders.
- Develops and maintains trusting, productive, respectful relationships throughout the organisation at all levels.
- Excellent communication skills, both oral and written, including the ability to communicate technical information effectively to diverse stakeholders.
- Actively promote the understanding of and respect for engineers and the engineering profession in the wider community.
- Embodying Engineering New Zealand's values of being connected, credible, colourful and people-centred.

Health & Safety

- Ensures adherence to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensures your own wellness, health and safety within the workplaces, as well as that of colleagues.

SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- Relevant tertiary qualification and equivalent experience in Business Analysis.
- Salesforce experience would be an advantage.
- Strong analytical and decision-making skills.
- The ability to make sense of complex or ambiguous issues and to determine the most appropriate response to these.
- Team player who helps others achieve their goals and shares information.
- Understanding of Te Tiriti o Waitangi and/or a willingness to learn more.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

General skills/experience

- Previous experience providing analysis and reporting.
- A team person who collaborates, helps others achieve their goals and generously shares information and insights.
- Ability and maturity to recognise that when a task needs to be performed, it doesn't matter who does it, just that it needs to be completed in a timely, efficient and co-operative manner.
- Excellent communication and stakeholder management skills.

- A high level of organisational and administrative skills with accuracy and an attention to detail.
- Prepared to foster innovation and try new things.
- Initiative, motivation and energy to get the job done.
- Ability to cope under pressure and manage own time in the face of competing priorities.
- Interest in the engineering profession and matters that impact the profession.

Personality/attitude

- Patient and systematic.
- Self-starter, highly motivated to do good work.
- Mature, responsible and diplomatic.
- Attention to detail while also mindful of the “big picture”.
- Team player and natural collaborator.
- Flexible and willing to pitch in with other team tasks.
- Can-do attitude and sense of humour.